

Dining Manager – Annisquam Yacht Club

About the Club

Located in beautiful Gloucester, Massachusetts, Annisquam Yacht Club was founded in 1896 and provides a premier yacht club experience in a warm family-oriented atmosphere. The AYC features a large waterfront area with docks, tennis courts, summer camp, all complemented by exceptional dining and outstanding service. We are open to the membership from Memorial Day to Columbus Day.

Job Summary

The Dining Manager is ultimately responsible for all evening clubhouse activities and food & beverage delivery, including the general maintenance over these areas. This position requires the individual to be onsite 5 days a week, 3:00 pm to close. The Dining Manager reports directly to the Assistant General Manager. The Dining Manager will build relationships with members, guests, and employees, ensuring the “club culture” is one of hospitality, friendliness, and goodwill. Along with being the “public face” of the evening operations, a hands-on approach to enhancing engagement with members and employees is critical to success in this position. Ideal Dining Manager candidates will have a great mix of experience in a la carte and banquet/event operations, superior leadership skills, strong financial acumen, and possess a drive to create incredible Member Experiences.

Responsibilities Include (but are not limited to):

- Manage evening FOH food and beverage activity and outlets.
- Ensures all club policies, including dress standards for the departments, are followed by the team.
- Benchmarks service standards with timely and appropriate follow-up where needed.
- Reviews and understand key metrics for department income and expenses in a proactive fashion.
- Ensures quality control and cleanliness of all member service areas and teamwork areas.
- Makes frequent and timely inspections of the dining room and banquet rooms for cleanliness, proper set up of stations, flatware, glassware, etc.
- Assist in developing the food & beverage department’s annual budget. Routinely review financial reports and take corrective actions as needed.
- Assist in planning and executing member/guest events, club events, and internal events.
- Maintains effective communication with the departmental teams, other department heads, and management developing a team-centric approach to club activity.
- Responsible for POS updates and menu programming.
- Conducts pre-shift meetings with both FOH & BOH teams.
- Conducts inventories of beverages, supplies, and glassware as needed.
- Other duties as assigned.

Candidate Qualifications:

- Minimum of 3 years of management experience, preferably in a private club setting.
- Have a passion for the service and industry with an engaging personality and maturity to anticipate member and guest needs.
- Experience in the planning and execution of events from small groups to weddings.
- Be highly motivated and detail-oriented with a hands-on management style.
- Maintains active knowledge and stays abreast of food and beverage trends.
- Strong oral and written communication skills.
- Ability to communicate with members and guests in a warm, sincere, and caring manner.

Salary

- Salary is \$40K - \$45K

All inquiries should be directed to the General Manager: manager@annisquamyc.org.